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27 September 1967

MEMORANDUM FOR: Deputy Director for Support**SUBJECT** : Improvement in Message Processing**REFERENCE** : Your Memo dated 14 September 1967, Same Subject

1. Your interest and comments are appreciated by all Cable Secretariat personnel concerned, none of whom are considered to be eligible for an award for individual contribution to the improved procedures.

2. For a number of years we have anticipated that some day it would be possible to receive our cables on printed cable forms requiring only the addition of dissemination symbols to be ready for press reproduction. Until very recently it appeared that this would not come about for several years and would have to await the installation of automatic terminal equipment similar to that just activated by the Department of State. Our present method of creating cable forms by the cut and paste method is not a time consuming work step and has served its purpose well over the past few years. However, with cable volume reaching new highs each year the elimination of a work step which consumes so little as 30 to 40 seconds per message can mean substantial savings in clerical labor. At the GS-5 level the elimination of this half minute processing step amounts to a dollar savings of \$6,000 to \$7,000 per year. The formula on which this estimate is based together with related benefits is shown in the attached work sheet.

3. The fanfold technique engineered by Office of Communications personnel will result in a number of intangible benefits to cable processing. These benefits become possible immediately upon receipt of a supply of the fanfold forms. For our purposes this puts our processing operations about three years ahead of our most optimistic expectation for achieving these benefits and economies by an automated system. We in Cable Secretariat consider the improved technique to be a significant contribution by Office of Communications personnel to our cable processing system. In view of our continuing shortage of clerical labor this timely assistance is most welcome and appreciated.

25X1A

Attachment:
Work Sheet

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Cable Secretary

GROUP 1
Excluded from automatic
downgrading and
declassification

CABLE SECRETARIAT BENEFITS RESULTING FROM FANFOLD TECHNIQUE

1. Labor saved by elimination of a 30-40 second (or 100 per hour) processing step. Computation is based on our volume records for FY 1967. The volume shown is for CIA Incoming Ops Format cables only.

$233,000 \div 100 = 2,330 \text{ man hours} \times \$2.90 \text{ per hour} = \$6,757.00 \text{ per annum}$

2. Intangible benefits obtained by the fanfold technique:

- a) obsoletes and removes three forms from stock control. These are Forms 3010, 3011, and 3012, pre-printed classified cable headings used in the cut and paste method;
- b) provides a bold and properly positioned classification at the bottom of page 1 and top and bottom of subsequent pages. These elements at present are by rubber stamp impression which frequently give unsatisfactory reproduction.
- c) eliminates box time at the cutting board. Masters will move from log position directly to cable analyst.
- d) provides masters of uniform length which facilitates insertion of the master under the press clamps.
- e) provides masters of uniform length for 2nd and subsequent pages. This improves both handling in processing and in readability, particularly in the case of last pages which frequently contain only one or two lines of text.
- f) eliminates slippage of master material in the teletype resulting in irregular spacing between lines and in some instances the temporary loss of text by one line overprinting another.
- g) with minor modification in transmission format, the fanfold technique could be adopted for Intelligence Information Cables (TD's) which should result in improved appearance and quality of reproduction.

